

# Collingswood Presbyterian Church

## APPLICATION FOR USE OF CHURCH FACILITIES - WEDDING

DATE APPLICATION SUBMITTED: \_\_\_\_/\_\_\_\_/\_\_\_\_

WEDDING PARTY REQUESTING FACILITY USE \_\_\_\_\_

PERSON SUBMITTING REQUEST: Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone : \_\_\_\_\_ Cell: \_\_\_\_\_ . email \_\_\_\_\_

FACILITY WILL BE USED FOR: (circle all that apply) REHEARSAL - WEDDING CEREMONY - POST WEDDING RECEPTION - OTHER

DESIRED DATE OF REHEARSAL: \_\_\_\_/\_\_\_\_/\_\_\_\_ DESIRED DATE OF WEDDING \_\_\_\_/\_\_\_\_/\_\_\_\_

SATURDAY DESIRED TIME: \_\_\_\_\_ (DATES SUBJECT TO APPROVAL)

### **ACTUAL TIMES YOU NEED ACCESS TO FACILITY (INCLUDING SET-UP & CLEAN-UP) WILL BE DETERMINED**

APPROXIMATE NUMBER ATTENDING: \_\_\_\_\_

ROOMS INCLUDED WITH STANDARD WEDDING: SANCTUARY NARTHEX 2 WEDDING PARTY PREP ROOMS

ANY SPECIAL REQUESTS: \_\_\_\_\_

WILL THERE BE A NEED FOR OUR MUSIC DIRECTOR? YES NO

WILL THERE BE A NEED FOR AMPLIFIED SOUND? YES NO

**THIS REQUEST WILL BE FOLLOWED BY CONTACT FROM A CHURCH-APPOINTED COORDINATOR WHO WILL MEET WITH THE WEDDING COUPLE TO DISCUSS SPECIFICS.**

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**\* ALL APPLICANTS ARE ASKED TO READ THE ATTACHED GUIDELINES BEFORE SUBMITTING AN APPLICATION \***

**I have read the attached "Use of Church Facilities" guidelines and will be responsible for insuring that all rules are followed during this event.**

\_\_\_\_\_  
Signature of Wedding Party Representative

\_\_\_\_\_  
Date

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### **CHURCH STAFF INPUT**

DATE APPLICATION RECEIVED IN CHURCH OFFICE: \_\_\_\_/\_\_\_\_/\_\_\_\_

DATE / TIME AVAILABLE ON CHURCH CALENDAR FOR ROOM(S) AND/OR OTHER SPACE REQUESTED ABOVE.

ROOM(S) RECOMMENDED & AVAILABLE, IF NOT SPECIFIED ABOVE: \_\_\_\_\_

CUSTODIAN REQUIRED  CHURCH MEMBER INDICATED ABOVE WILL ACCEPT CUSTODIAL RESPONSIBILITY.

FACILITY USE FEE: \$ \_\_\_\_\_ CUSTODIAL FEE: \$ \_\_\_\_\_

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### **SESSION**

APPROVED  DISAPPROVED REMARKS: \_\_\_\_\_

\_\_\_\_\_  
Signature of Property Committee Chair

\_\_\_\_\_  
Date

APPROVED EVENT ADDED TO CHURCH CALENDAR. APPLICANT NOTIFIED ON: \_\_\_\_/\_\_\_\_/\_\_\_\_

**MAIL COMPLETED FORM TO: Collingswood Presbyterian Church, 30 Fern Avenue, Collingswood, NJ 08108-1919; or scan and email to collingswoodpres@verizon.net. Call 856-854-4523 with questions.**